

City of Lowell
Job Description
Please Post: September 28, 2016
Deadline: October 13, 2016
Career Center of Lowell
Financial Assistant

Job Title: Financial Assistant (1100-DH08, 2329)
Department: Career Center of Lowell
Reports To: Assistant Career Center Director
Salary: \$39,587.60 (min) to \$46,388.16 (max) - Grant Funded; 35 hours/week

SUMMARY

Responsible for the preparation of the weekly payroll, and accounts payables. Initiates the City purchase requisition process. File invoices and timesheets. Prepare contracts. Assist with reporting. Assist youth staff with summer employment program. Assists the staff accountant with other duties as needed. Provide general office administrative support as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Data Entry of Requisition information into the City of Lowell MUNIS Systems for all service and purchase orders.
- Prepare invoices bi-weekly or when needed on payment voucher for bill draft. Review warrant for accuracy and verify all payment to vendors.
- Maintain filing system for all purchase/service orders, payment vouchers, contracts and warrant logs.
- Process all training requisitions and contracts as required. Enter all data on excel ob-log, and continually update to maintain current information.
- Update spreadsheets needed for government agency reporting purposes.
- Process weekly payroll.
- Assist youth department with summer enrollments and placements at jobs/worksites.
- Assist Fiscal department with any and all matters related to the agency's fiscal management.
- Distributing and monitoring of all purchase orders.
- Assist Staff Accountant in maintaining property inventory.
- Verifies information and posts to the City of Lowell MUNIS Payroll system.
- Responsible for verifying accuracy of totals, acquiring authorized signatures, and sending to the City Auditors and Treasurers Office, for weekly payroll.
- Maintain an accurate log of all vacation, sick and personal time used and accrued on a weekly basis.
- Update MUNIS payroll system with accrued time on a bi-weekly basis.
- Liaison with all goods and service providers for the purposes of ensuring delivery of goods/services and the processing of invoices.
- Conducts inventory and monitors the flow of all Career Center of Lowell property at all Agency and contractor locations.

- Prepares reports to government funding agencies.
- Performs general office administrative functions as needed.
- Other related duties as assigned.

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocations of all agency State and Federal Grant funding sources.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be proficient in the administration and use of Microsoft Excel spreadsheet software. Must be proficient with fund accounting software, preferably MUNIS. Must have working knowledge of Word Processing Software and e-mail software.

EDUCATION AND/OR EXPERIENCE

Associates Degree with three to five years experience in bookkeeping/accounting. Or a combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral diagram, or graphic form.

OTHER SKILLS & ABILITIES

Ability to understand and be sensitive to the needs of the economically disadvantaged adults and youth and/or dislocated workers. Ability to develop and maintain effective working relationships with others. Ability to plan, schedule and execute assigned tasks.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is active and moderately loud.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

Qualified individuals send resume and application to the Human Relations Office, Mary Callery, Human Relations Manager, Room 19, City Hall, Lowell, MA 01852 by deadline: 4:00pm, October 13, 2016. Applicants may also email resume and application to cityjobs@lowellma.gov or to fax 978-446-7102.

EOE/AA/504 Employer